NEOGOV; Reviewing Applications & Scoring Applicants

Logging on

1. Access NeoGov online at login.neogov.com
    1. Click on **Sign in** to begin
    2. Login with username and password emailed to you from NeoGov
    3. Be sure the OHC button is selected in the dropdown menu in the upper left-hand corner (Insight is for Human Resources only)
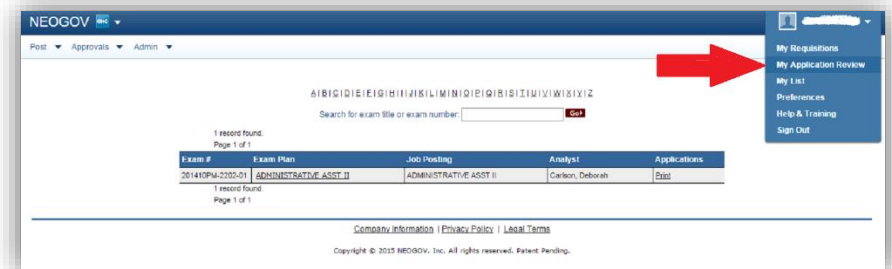
Questions?

2. Access full demonstrations and hands-on exercises at **http://myslo.intra/HR/NEOGOV_Training.htm**

3. For further questions, e-mail **hr_neogov@co.slo.ca.us**

Review & Score a Candidate

This is the screen that will show up when you sign in

1. Click on **My Application Review**
2. Select the correct job title link located underneath the exam plan
3. Select the name of the candidate whose application you would like to review
    a. Note the **At Step** description for the type of review you are conducting
4. Review the application by scrolling
    a. Make sure to check for attachments such as cover letters, or resumes under **Attachments**
5. Select **Show Candidate Disposition** in the upper right corner to display the scoring window
6. Refer to your departments individual scoring criteria to enter a score for each category.

Rejecting a Candidate

1. If a candidate has failed, select a rejection reason from the drop down menu
   a. If necessary, include a comment
2. To continue to the next candidate's application, select **Save & View Next App**

Passing a Candidate

1. If the candidate has passed, you do not need to enter a rejection reason
   a. Enter a comment if desired
2. To continue to the next candidate's application, select **Save & View Next App**

Finishing Up

1. Once you have finished scoring all candidates, click **Save**
2. Click **Return to Candidate List** in the upper left corner
3. On this screen you can see each candidate, their score, and whether they have passed or failed
   a. You can click on a candidate if you need to change a score.
4. Once you are finished scoring the candidates, select **SME Review Complete**, and a notification will be sent to indicate that you are done

This is the screen where you will enter your score for the candidate and a rejection reason, if applicable